

March 16, 2017

FOR YOUR INFORMATION

TO: Mayor and Members of City Council
FROM: Harry Black, City Manager **HB**
SUBJECT: FY 2018/2019 City Manager's Recommended Budget Development Update

This memo provides an update and clarity related to information being provided to the Budget Office as part of the process to develop the FY 2018/2019 City Manager's Recommended Budget (Recommended Budget).

Background

As part of the annual budget development process, the Budget Office conducts an exercise whereby departments are asked to submit budget reduction scenarios. The scenarios requested vary depending upon financial conditions. Some years the reduction scenarios of 2% are sought and other years it is as high as 20%. This is merely a financial exercise that is intended to give the Budget Office insight, operational intelligence, and guidance as the budget is being developed. Nothing is written in stone at this point of the process. This is merely preliminary due diligence.

The goal of the exercise is to receive the departments' recommended reduction scenarios in case there is a budget shortfall between estimated revenues and expenditures. This information is used to develop the Recommended Budget, which is then sent to the Mayor who in turn forwards it to City Council with comments and recommendations, and then Council deliberates and approves a budget.

Current Status

This year, the FY 2018/2019 Biennial Budget submission was due to the Budget Office on February 27th and multiple departments received extensions due to the complexity of the submission. The exercise included a reduction scenario of 10% for all non-safety General Fund departments and a 3% reduction scenario for all safety departments.

The Administration will use this information (attached) as part of generating recommendations to balance the projected \$25.1 million FY 2018 budget deficit. The information submitted are not necessarily reductions that will be included as part of the Recommended Budget.

It is important to note this information has not been reviewed or vetted by the Budget Office, Law or Finance or the City Manager for legal, revenue, or service impacts. The attached information should not be represented as proposed or recommended cuts by the City Administration.

Conclusion

The City Manager's Recommended Budget will be submitted to the Mayor on May 17th at which time it will be released and presented. Until then, no recommendations related to departmental submissions have been determined.

The budget reduction scenario exercise represents one step in a long process toward developing and submitting a structurally balanced Recommended Budget to the Mayor, City Council and the citizens of Cincinnati.

Attachment

cc: Christopher A. Bigham, Budget Director *CB*
Reginald Zeno, Finance Director *R*

Department Name: City Council

S:\2018\OPR\Analysis\Reduction Proposals\010-020 Council FY 2018 Budget Reduction

FY 2018 General Fund 10.0% Budget Reduction Proposal

Department Name: Office of the Mayor

Reduction Priority	Title	Reduction Description/Impact:(Include impact on other departments, funds, revenues or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
1	Reduce Travel Expenses	Reduce the capacity for staff to travel locally	110PG; 050x031x7213	510		
2	Reduce Printing costs	Reduce the Mayor's office printing costs	110PG; 050x031x7232	2,000		
3	Mayor's Obligations account reduction	Reduce the Mayor's Obligations Non-Departmental Account	550PG; 050x957x7289	63,260		
4	Reduce Office Supply costs	Reduce the Mayor's office office supply costs	110PG; 050x031x7311	1,643		
5	Reduce Staff salaries & benefits	Reduce staff salary and benefits	110PG; 050x031x7111 110PG; 050x031x7521 110PG; 050x031x7532	8,000		
6	Increase Postage and Telephone costs	Increase non-personnel expenses through postage and telephone costs	110PG; 050x031x7211 110PG; 050x031x7212	(500)		
Total				74,913	0.00	
10% Reduction Target:				74,913		
Variance:				0		

FY 2018 General Fund 10.0% Budget Reduction Proposal						
Department Name:		Clerk of Council				
Reduction Priority	Title	Reduction Description/Impact:(Include impact on other departments, funds, revenues or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
1	Budget submitted under target	The 050x041 budget target includes \$12,000 that is no longer needed by the department, so the base has been adjusted to reflect this change.	111PG: 050x041x7199 111PG: 050x041x7549	12,000		
2	Reduce IT Services by ETS (7287) line item	Reduce the 7287 line - this item was left in the 040 budget in FY17 in order to cover projects and needs of Councilmembers. This can be reduced as long as Council computer equipment can be purchased through the 7316 budget.	111PG: 050x041x7287	65,000		
			Total	77,000	0.00	
10% Reduction Target:				78,541		
Variance:				1,541		

S:\2018\OPR\Analysis\Reduction Proposals\040 Clerk FY 2018 Budget Reduction

FY 2018 General Fund 10.0% or 3.0% Budget Reduction Proposal

Department Name:

Enterprise Technology Solutions

Reduction Priority	Title	Reduction Description/Impact: (Include impact on other departments, funds, revenues, or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
1	Reimburse General Fund staff salaries and benefits from Citrix token Revenue.	This reduction would provide for the reimbursement of time and labor costs for the one remaining staff member dedicated to the administration of remote access services. Departments with users of RSA tokens are billed a monthly fee to cover the expenses related to managing the remote access infrastructure. Revenue is approximately \$100,000. The amount of \$10,000 is the capacity limit for personnel reimbursements because hardware and software costs are approximately \$90,000 per year.	524PG: 050x091x2400x7100 and 7500	10,000		
2	Reimburse Cincinnati Financial System (CFS) General Fund staff development work salaries and benefits from General Capital balances.	This reduction would provide for the reimbursement of time labor costs associated with the development and implementation of CFS and CFS reports applications. This would reduce the capacity for hardware and software purchases related to the CFS systems, but also the capacity to hire professional services/providers to develop and implement new services.	524PG: 050x091x3200x7100 and 7500	30,000		
3	Reimburse Egov General Fund staff development work salaries and benefits from General Capital balances.	This reduction would provide for the reimbursement of time labor costs associated with the development and implementation of applications related to the City Internet and Intranet presence. Due to recent General Capital reductions, the current EGov Capital budget is predicated only on the use of professional services staff to supplement existing staff in development work. This reduction would decrease the existing capacity for hardware and software purchases related to improvements to the existing presence.	524PG: 050x091x3400x7100 and 7500	50,000		
4	Leave one currently vacant Information Security Senior Computer Programmer/Analyst position open for one year.	This reduction would leave vacant a Senior Computer Programmer/Analyst position in the new Information Security section which was approved as part of the 2017 Budget. This reduction will result in a decrease of ETS' capacity to monitor, prevent, and resolve security concerns within the City IT infrastructure.	525PG: 050x091x4400x7100 and 7500	90,196	1.00	00043009
5	Reimburse Information Security General Fund staff development work salaries and benefits from General Capital balances.	This reduction would provide for the reimbursement of time labor costs associated with the development and implementation of information security applications. This would reduce the capacity for hardware and software purchases related to information security improvements, but also the potential reduction of capacity to hire professional services to supplement existing development staff, especially in view of the additional staffing level reduction proposed below.	525PG: 050x091x4400x7100 and 7500	50,000		
6	Reimburse General Fund staff salaries and benefits from Telephone land line revenue.	The new Service Desk section is slated to be supported by both ETS Fund 702 revenue and the General Fund. This reduction would reimburse salaries and benefits for the three General Fund staff members within that section. The amount of \$50,000 is the upper limit of capacity for this reimbursement from current year revenue because unlike in previous years there are both a promoted Information Technology Manager and a new Senior Computer Programmer/Analyst funded from that revenue.	525PG: 050x091x4600x7100 and 7500	50,000		
7	Reimburse General Fund staff salaries and benefits from Telecommunications Fund 336 Revenue.	This reduction would provide for the reimbursement of time and labor for ETS staff members performing Telecommunications related duties. This would decrease the non-personnel expense capacity in the that Fund by almost 50% of the requested amount of \$118,500. This Fund is typically used for one-time unforecasted expenses which cannot be supported from other existing resources.	525PG: 050x091x4200x7100 and 7500	50,000		
8	Leave one currently vacant Supervising Management Analyst position open for one year.	This reduction would leave vacant a Supervising Management Analyst position in the Enterprise Technology Solutions Department (ETS). This position was added in 2017 to provide support for the City Budget and Income Tax systems. The need was filled through an internal transfer and a request to fill/replace this position was pending other internal transfers and hires to determine where the final need was. The net result will be a previously approved staffing level shortfall in an enterprise system.	114PG: 050x091x1100x7100 and 7500	98,893	1.00	00041005

FY 2018 General Fund 10.0% or 3.0% Budget Reduction Proposal

Department Name:

Enterprise Technology Solutions

Reduction Priority	Title	Reduction Description/Impact: (Include impact on other departments, funds, revenues, or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
9	Leave one currently vacant Service Center Senior Computer Programmer/Analyst position open for one year.	This reduction would leave vacant a second Senior Computer Programmer/Analyst position in the new Enterprise Service Desk section. This position slot became vacant because the incumbent (position number 00043030) is transferred into a vacant ETS Fund 702 position slot both to meet needs and to place the higher salaried incumbent on that Fund in order to submit the General Fund Budget within the established Target. This was a second position designated to provide support of IT needs for other Departments. While some of the duties will be performed through the transfer of a Computer Systems Analyst from the Data Center, the envisioned strength of the Service Now/Service Desk section will not occur.	525PG: 050x091x4600x7100 and 7500	90,196	1.00	Not yet on CBS
10	Leave one currently vacant Service Center Senior Computer Programmer/Analyst position open for one year.	This reduction would leave vacant a Senior Computer Programmer/Analyst position in the new Enterprise Service Desk section. This position became vacant through a promotion and would be responsible for support of IT needs for other Departments. While some of the duties will be performed through the transfer of a Computer Systems Analyst from the Data Center, the envisioned strength of the Service Now/Service Desk section will not occur.	525PG: 050x091x4600x7100 and 7500	90,196	1.00	00043017
11	Reduce Temporary Services line item	This reduction would reduce contractual services with various vendors for staff support in non-development areas of ETS. In 2016 this line item was used for Information Security and CHRIS support. In previous years it was also used for administrative staff support. This will likely result in additional slowdowns in support of enterprise systems.	524PG: 050x091x3000x7200	11,178		
Total				620,659	4.00	

10.0% or 3.0% Reduction Target:
Variance:

620,659
0

FY 2018 General Fund 10.0% or 3.0% Budget Reduction Proposal

Department Name:

Office of the City Manager, Agency 101

133PG

Reduction Priority	Title	Reduction Description/Impact: (Include impact on other departments, funds, revenues, or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
1	Reduction in funding for sundry contractual services: third party Communications provider	This reduction would greatly reduce funding available for contractual services within the Office of Communications. This funding was necessary in FY2017, but can be reduced by the proposed amount in FY 2018 and forward.	138PG: 050X101X2000X7299	60,056		
2	Hold an OHR position vacant for 6 months following the retirement of a current employee	This reduction would prevent the Office of Human Relations from refilling an administrative specialist position currently held by an employee who is anticipated to retire at the end of calendar year 2017.	553PG: 050X101X7000X7100 & 7500	40,000	0.50	
3	Reduction in funding for expert services: Saber Comm contract for provision of community media	This reduction would significantly, negatively impact funding available for the provision of community media services. The City currently has a contract with Saber Comm for Saber Comm to provide community media (aka public access) use and training for Cincinnatians. The contract totals \$100,000 per year. The administration executed this contract as a result of direction from City Council. A reduction in funding would necessitate an amendment to the current year-to-year contract.	138PG: 050X101X2000X7289	10,000		
4	Reduce Urban League contract amount for FY 2018 by 10%	The Urban League Community Policing Partnering Center contract would be reduced from \$125,000 annually to \$112,500. This reduction in funding would affect UL CIRV partnership activities.	547PG: 050X101X5000X7289	12,500		
5	Reduction in funding for expert services: Maverick Captioning	This reduction would significantly, negatively impact funding available for closed captioning services provided during live broadcast of City Council meetings and committee meetings. This reduction would affect accessibility to government broadcasting by those who have hearing impairment. The spending on closed captioning has outpaced the total budget in recent years, and is expected to exceed budget in the first six months of FY 2018. A further reduction in budget would cause lapses in cc coverage of public meetings.	138PG: 050X101X2000X7289	10,000		
Total				132,556	0.50	

10.0% or 3.0% Reduction Target:
Variance:

312,556
180,000

FY 2018 General Fund 10.0% or 3.0% Budget Reduction Proposal

Department Name:

Office of Performance and Data Analytics Agency 109

136PG

Reduction Priority	Title	Reduction Description/Impact: (Include impact on other departments, funds, revenues, or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
1	Reclassification of FTE from Division Mgr to Sen Admin Specialist	This reduction would reclassify an occupied position for FY2018. Reclassification of this position would change the pay range of a current FT employee from Division Manager to Senior Administrative Specialist. This change would negatively impact OPDA's ability to adequately monitor and work to improve processes of City departments' and programs' best practices, etc. The work plan and product of OPDA is at the direction of the City Manager. Reclassification of a position for any amount of time would hinder IA from fulfilling the work plan and purpose.	050X108X0000X7100 and 7500	29,196	1.00	
2	Reduction in funds available for Innovation Lab facilitators	This reduction would allow less funding for Innovation Lab facilitation. Innovation Labs reduce waste and improve efficiency, saving time and real dollars. Reducing the funding for Innovation Labs would certainly result in lost opportunity to reduce expenses in other departments. The potential cost avoidance in other departments is expected to total significantly more than cost of ILab facilitation.	050X108X0000X7200	40,000		
3	Reimbursement of OPDA staff time and office resources spent improving efficiencies and realizing savings in other City departments	This cut should be cost-neutral because it will be offset by real savings in City departments (est. \$7,500 per month)	050X108X0000X7100 and 7500	90,000		
Total				159,196	1.00	

10.0% or 3.0% Reduction Target: 69,196
Variance: (90,000)

FY 2018 General Fund 10.0% Budget Reduction Proposal

Department Name: Office of Budget and Evaluation

Reduction Priority	Title	Reduction Description/Impact:(Include impact on other departments, funds, revenues or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
1	Nonpersonnel contractor reduction	This reduction will reduce contractual services with MAE Consulting, GCI, and a vendor yet to be determined. This will result in reduced resources for CBS maintenance, bi-annual economic forecasts, and CBS upgrades.	137PG: 050x102x0000x7289	126,465	0.00	N/A
			Total	126,465	0.00	
			10% Reduction Target:	126,464		
			Variance:			<u>1</u>

FY 2018 General Fund 10.0% or 3.0% Budget Reduction Proposal

Department Name:

Office of Environment and Sustainability Agency 104

138PG

Reduction Priority	Title	Reduction Description/Impact: (Include impact on other departments, funds, revenues, or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
1	New REVENUE from Simple Recycling contract	The City signed a contract with Simple Recycling, which will begin collecting textiles and household goods in March 2017. The City will receive revenue based on the amount collected. Based upon the estimate, the City may receive approximately \$20,000 from Simple Recycling over the first 12 months of the contract.	N/A (general fund revenue)	20,000	0.00	
2	ID Bill Fund 212 for a portion of Larry Falkin's time overseeing employees paid through Fund 212	Two employees in OES are paid through Fund 212. Larry Falkin oversees those employees and their work product. As they are 40% of Mr. Falkin's staff, he may be reimbursed for up to 40% of his time.	138PG: 104X0000X7100 & 7500	65,000	0.40	
3	Cancel rumpke curbside recycling contract for final month of FY2018 (June 2018) due to lack of funding availability	The City has a contract with Rumpke to provide curbside recycling service for residents of Cincinnati on a bi-weekly basis. The contract does not allow the City to reduce frequency of collection, but does have the right to cancel any contract due to lack of appropriated funds, if necessary.	138PG: 104X5000X7289	160,000	0.00	
4	Increase electricity aggregation fee: REVENUE	The City will be entering into a new electricity aggregation contract, and there may be incremental savings for rate payers over the current contract. If so, the City may be able to increase the aggregation fee, splitting those savings with utility customers.	N/A (general fund revenue)	84,351	0.00	
5	Reimbursement to OES for staff time and resources spent to increase energy efficiency and realizing real cost savings in other City departments	Centralization of the City's energy management function in OES will lead to real energy efficiency savings in other City departments. OES will be reimbursed for a portion of those savings to cover the cost of personnel and resources spent on those efforts (est. avg. \$7,500 per month)	050X104X0000X7100 & 7500	90,000		
Total				419,351	0.40	

10.0% or 3.0% Reduction Target: 329,351
Variance: {90,000}

FY 2018 General Fund 10.0% or 3.0% Budget Reduction Proposal

Department Name:

Internal Audit, Agency 109

522PG

Reduction Priority	Title	Reduction Description/Impact: (Include impact on other departments, funds, revenues, or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
1	Elimination of FTE for six months of FY 2018	This reduction would eliminate an occupied Internal Auditor position for six months of FY2018. This position accounts for 25% of office personnel. Elimination of this position would displace a FT employee and negatively impact Internal Audit's ability to adequately monitor and work to improve compliance of City departments and programs with mandated regulations, policies, best practices, etc. The work plan and product of Internal Audit is at the direction of the City Manager and the Internal Audit committee. Elimination of a position for any amount of time would hinder IA from fulfilling the work plan and would negatively impact the City's compliance with Article 2, Section 15 of the Cincinnati Administrative Code.	050X109X0000X7100 and 7500	37,824	1.00	00150002
2						
			Total	37,824	1.00	

10.0% or 3.0% Reduction Target: 37,824
Variance: 0

FY 2018 General Fund 10.0% or 3.0% Budget Reduction Proposal

Department Name: LAW

Reduction Priority	Title	Reduction Description/Impact: (Include impact on other departments, funds, revenues, or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
1	Reduce .2 FTE Law Clerk	This reduction would eliminate a vacant law clerk position in the Law Department which is the one and only Law Clerk position within the department. A Law Clerk is relied on to assist with research and drafting of legal documents. Attorneys would have to perform their own research and preparation of legal documents.	140: 050x111x1000x7100	28,414	0.20	00930002
2	Reduce One FTE Legal Assistant	This reduction would eliminate a vacant legal assistant position in the Law Department's litigation section. This position is responsible for providing support to the attorneys in assisting with issues related to blighted property for the purpose of abating weeds, grass, or litter and other litigation support pertaining to civil litigation and labor and employment. The attorneys would have to perform their own paralegal support in addition to their legal work. This could cause a delay in the attorney's ability to concentrate on the legal aspects associated with abating community nuisances through civil litigation, other litigation court matters, and labor and employment disputes.	140: 050x111x1000x7100, 7500	58,424	1.00	00193013
3	Reduce One FTE Senior Asst City Solicitor	This reduction would eliminate a vacant assistant city solicitor position in the Law Department's litigation section. Since the volume and timing of court cases cannot be scheduled, the elimination of the attorney position will require the section to increase its dependency on outside counsel and decrease the amount of time currently allocated to non-core activities such as police training.	140: 050x111x1000x7100, 7500	85,957	1.00	00167024
4	Change Funding Structure of Administrative Board	This reduction would eliminate funding for the Administrative Board. Instead, the Program would need to be reimbursed by the revenues collected through Buildings Permits Plus.	143: 050x111x4000x7100, 7500	281,976	0.00	
5	Eliminate Office of Administrative Hearings	This reduction would eliminate the Office of Administrative Hearings (OAH) which includes two filled support services specialist positions; one filled hearing examiner position; and non-personnel expenses. OAH is the civil administrative appeal process for citations made by numerous City departments which is authorized by the Municipal Code. If OAH is eliminated, individuals seeking to contest citations by City departments would be ticketed for criminal citations directly to misdemeanor court. Elimination will result in increased prosecutions in municipal court, reduced effectiveness of enforcement, and reduced collection of fines, because the fines will be shared with the Hamilton County court system. With the assistance of Collections, FY16 OAH revenue was over \$1.5 million. The corresponding reduction in revenue is not subject to an exact estimate, but will be known at the completion of FY18.	141: 050x111x2000x7100, 7200, 7300, 7400, 7500	327,217	3.00	00193009; 00193011; 00931001
6						
#REF!						
			Total	781,988	5.20	

10.0% or 3.0% Reduction Target: 781,988
Variance: (0)

FY 2018 General Fund 10.0% or 3.0% Budget Reduction Proposal

Department Name:

Human Resources

Reduction Priority	Title	Reduction Description/Impact: (Include impact on other departments, funds, revenues, or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
1	Leave Sr HR Analyst Position Vacant	This position is in Employee Services and provides support to departments in the areas of contract negotiations, administration of parently leave, FMLA, ADA, grievances, corrective action, and mediations.	116PG: 050x121x2000x7211	122,278	1.00	00149015
2	Leave HR Analyst Position Vacant	This position provides support to Workforce Management. Not filling this position reduces the number of staff available to provide civil service testing and selection procedures in order to fill vacancies city-wide. This Division also provides support and direction in the executive recruitment of director level positions, such as the upcoming Fire Chief vacancy.	115PG: 050x121x2000x7211	76,350	1.00	00089001
3	Leave Sr Computer Prog Analyst Vacant for 3 months	This position provides support to CHRIS. Not filling this position will result in fewer resrouces dedicated to Council's Initiative to upgrade and enhance CHRIS. In addition, the Division Manager of Shared Services is due to retire in February 2021 and hiring and training a replacement will take at least 2 years, if not longer.	117PG: 050x121x3000x7211	28,129.89	1.00	00043081
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Total				226,758	3.00	

10.0% or 3.0% Reduction Target:
Variance:

216,809
9,949

FY 2018 General Fund 10/0% or 3.0% Budget Reduction Proposal

Department Name: Finance

[illegible]

FY 2018 General Fund 10.0% or 3.0% Budget Reduction Proposal

Department Name: Community & Economic Development

Reduction Priority	Title	Reduction Description/Impact: (Include impact on other departments, funds, revenues, or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
1	PVA one FTE Division Manager	This reduction would PVA a vacant division manager position in the Economic Development division. This position is responsible for the Communications division. Work would be given to other staff causing a delay/turnaround for website changes, media requests, ordinances, grant requests, and external questions related to the division.	521PG: 050x164x0000x7100 and 7500	54,376	0.00	00110004
2	PVA one FTE Senior Community Development Analyst	This reduction would PVA a vacant senior community development analyst position in the Economic Development division. This position has responsibilities for the economic Development division relating to Neighborhoods. Work would be given to other staff causing a delay/turnaround for neighborhood projects, media requests, ordinances, grant requests, and external questions related to the division.	521PG: 050x164x3000x7100 and 7500	13,399	0.00	00154020
3	PVA one FTE Senior Community Development Analyst	This reduction would PVA a vacant senior community development analyst position in the Economic Development division. This position has responsibilities for the economic Development division relating to Neighborhoods. Work would be given to other staff causing a delay/turnaround for neighborhood projects, media requests, ordinances, grant requests, and external questions related to the division.	521PG: 050x164x3000x7100 and 7500	13,435	0.00	00156012
4	PVA one FTE Senior Community Development Analyst	This reduction would PVA a vacant senior community development analyst position in the Housing Division. Failing to fund this position would dramatically impact the Division's ability to continue to manage the number of complex projects as is currently in the department's portfolio.	519PG: 304x162x4000x7100 and 7500	10,100	0.00	00154018
Total				91,310	0.00	

10.0% Reduction Target: 282,056
Variance: 190,746

** EDD's target budget is \$2,365,028. However, \$1,550,000 of the budget is Council mandated contracts that should not be included when calculating the 1% reduction (according to the Budget office). So the target budget in reference to the reduction would be \$815,028.

FY 2018 General Fund 10.0% or 3.0% Budget Reduction Proposal

Department Name: Planning

Reduction Priority	Title	Reduction Description/Impact: (Include impact on other departments, funds, revenues, or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
1	Reimbursement from Capital	This reimbursement would offset salary and benefit costs. Causing a delay in project turnaround times as projects would have to be completed by inhouse staff in lieu of supplementing staff with temporary employees.	503PG: 050X171X1000 and 7500	82,319		
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			Total			

10.0% or 3.0% Reduction Target: 82,319
Variance: 82,319

FY 2018 General Fund 10.0% or 3.0% Budget Reduction Proposal

Department Name: Citizen Complaint Authority

Reduction Priority	Title	Reduction Description/Impact: (Include impact on other departments, funds, revenues, or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
1	Personnel: Chief Investigator Salary Reduction	This reduction will reduce the Chief Investigator's salary to the same level as the senior investigator's salary. CCA's table of organization included a Chief Investigator position from 2003-2013. In 2013 the Chief Investigator retired and the position was eliminated in 2014 through the City Budget process, but reinstated by the City Administration in 2015. CCA is unable to meet the 10% budget reduction proposed by the City Administration but will consider a salary reduction in this position. A reduction in this position will negatively impact CCA's mission, duties and responsibilities. CCA's staff has been taxed considerably in its attempts to remain in compliance, many times reactively addressing issues as opposed to proactively addressing them. It should also be noted that CCA's caseload has increased as well as its responsibilities. CCA has six (6) FTEs and as a very small department, the 10% budget reduction will not go unnoticed.	209PG: 050181x1000x7100, 7500	\$ 21,000.00		00078001
2	Non-Personnel: Eliminate Board Stipends	This reduction will eliminate the Board stipends.	210PG: 050181x1500x7219	\$ 8,700.00		
			Total	\$ 29,700.00		

10.0% or 3.0% Reduction Target: \$ 70,168.00
Variance: \$ 40,468.00

FY 2018 General Fund 10.0% Budget Reduction Proposal

Department Name: Recreation							
Reduction Priority	Title	Reduction Description/Impact: (Include impact on other departments, funds, revenues, or legal issues)	Chart of Account #HWP: Agency X Org X Obj (list all)	Total Budget	FTE	Position Number	One-time or On-going
1	Fund 323 Bill Back for Therapeutics	This reduction results in a one-time partial funding source shift from the General Fund to the Recreation Special Activities Fund for some therapeutic operations.	218PG: 323x197x3000x7197	20,000			one-time
2	Fund 323 Bill Back for East Region Community Center Operations	This reduction results in a one-time funding source shift from the General Fund to the Recreation Special Activities Fund for some center operations.	218PG: 323x197x3000x7548	5,000			one-time
3	Fund 323 Bill Back for Central Region Community Center Operations	This reduction results in a one-time funding source shift from the General Fund to the Recreation Special Activities Fund for some center operations.	215PG: 323x192x8000x7197	69,160			one-time
4	Fund 444 Bill Back for Armleder Aquatics Facilities	This reduction results in a one-time partial funding source shift from the General Fund to the Armleder Projects Fund for pool operations at Otto Armleder Memorial Aquatics Facilities	215PG: 323x193x4000x7197	19,505			one-time
			216PG: 323x193x4000x7548	69,160			one-time
			253PG: 444x197x7000x7197	66,860			one-time
			253PG: 444x197x7000x7548	2,980			one-time
5	Transfer from Fund 323 Unappropriated Surplus	This reduction results in a one-time transfer to cover Bush Center operations for fiscal year 2018.	215PG: 050x192x1000x7200	28,500			one-time
			215PG: 050x192x9000x7100	170,390			one-time
			215PG: 050x192x9000x7200	9,420			one-time
			215PG: 050x192x3000x7300	12,220			one-time
			215PG: 050x192x3000x7400	1,400			one-time
			215PG: 050x192x3000x7500	62,050			one-time
6	Transfer from Fund 323 Unappropriated Surplus	This reduction results in a one-time transfer to cover Hirsch Center operations for fiscal year 2018.	216PG: 050x193x1000x7200	23,500			one-time
			216PG: 050x193x9000x7100	173,870			one-time
			216PG: 050x193x9000x7200	8,130			one-time
			216PG: 050x193x9000x7300	11,570			one-time
			216PG: 050x193x9000x7400	1,160			one-time
			216PG: 050x193x9000x7500	55,130			one-time
7	Transfer from Fund 323 Unappropriated Surplus	This reduction results in a one-time transfer to cover Madisonville Pool operations for fiscal year 2018.	239PG: 050x194x1000x7354	3,200			one-time
			239PG: 050x194x1000x7359	1,500			one-time
			253PG: 050x197x7000x7246	1,400			one-time
			253PG: 050x197x7000x7100	32,700			one-time
			253PG: 050x197x7000x7500	1,460			one-time
8	Close Four Pools	This reduction would close the following pools: Camp Washington, Filson, Spring Grove Village, and Mount Adams. CRC has closed 21 pools over the past 15 years, and any additional closures will impact the various communities. Fund 323 will be impacted; total annual revenue is \$37,640.	239PG: 050x194x1000x7354	9,300			one-time
			239PG: 050x194x1000x7359	5,000			one-time
			253PG: 050x197x7000x7246	9,000			one-time
			253PG: 050x197x7000x7100	105,600			one-time
			253PG: 050x197x7000x7500	4,700			one-time
9	Close Over-The-Rhine Center	This reduction will close Over-The-Rhine Center and eliminate one Service Area Coordinator, two Community Center Director, and part-time positions. All full-time positions are currently filled, but there are vacancies so full-time layoffs would be avoided. Part-time staff would be laid off. Fund 323 will be impacted; total annual revenue is \$10,000. Over-The-Rhine Center provides a variety of programs including after school and summer drop-in care, a boxing program, and teen programming. This closure would impact the Over-The-Rhine community.	216PG: 050x193x1000x7200	27,000	4.49		one-time
			216PG: 050x193x2000x7100	171,640			one-time
			216PG: 050x193x2000x7200	9,740			one-time
			216PG: 050x193x2000x7300	9,430			one-time
			216PG: 050x193x2000x7400	1,160			one-time
			216PG: 050x193x2000x7500	65,970			one-time
10	Close Hartwell Center	This reduction will close Hartwell Center and eliminate one Service Area Coordinator, one Community Center Director, and part-time positions. Operations would have to continue until 9/1/17 because summer day camp will already be in progress before the budget is approved. One full-time position is currently filled, but there are vacancies so full-time layoffs would be avoided. Part-time staff would be laid off. Fund 323 will be impacted; total annual revenue is \$60,000. Hartwell Center provides a variety of programs including after school and summer day camp, drop-in care, senior programming, and fitness classes. This closure would impact the Hartwell community.	214PG: 050x191x1000x7200	16,500	1.64		one-time
			214PG: 050x191x9000x7100	112,780			one-time
			214PG: 050x191x9000x7200	7,310			one-time
			214PG: 050x191x9000x7300	7,220			one-time
			214PG: 050x191x9000x7400	1,160			one-time
			214PG: 050x191x9000x7500	44,480			one-time
11	Close Westwood Town Hall	This reduction will close Westwood Town Hall and eliminate one Service Area Coordinator, two Community Center Director, and part-time positions. Operations would have to continue until 9/1/17 because summer day camp will already be in progress before the budget is approved. All three full-time positions are currently filled, but there are vacancies so part-time staff would be laid off. Fund 323 will be impacted; total annual revenue is \$95,000. Westwood Town Hall is not a traditional recreation center with a gym; it includes a theater and many multi-purpose rooms. Westwood Town Hall provides a variety of programs including after school and summer day camp, preschool, senior programming, and fitness classes. This closure will impact the Westwood community.	214PG: 050x191x1000x7200	25,500	0.82		one-time
			214PG: 050x191x5000x7100	151,170			one-time
			214PG: 050x191x5000x7200	9,750			one-time
			214PG: 050x191x5000x7300	4,660			one-time
			214PG: 050x191x5000x7400	1,160			one-time
			214PG: 050x191x5000x7500	65,060			one-time
			Total	1,735,120	8.26		
			10.0% Reduction Target:	1,735,119			
			Variance:	(1)			

FY 2018 General Fund 10.0% or 3.0% Budget Reduction Proposal

Department Name: Parks

Reduction Priority	Title	Reduction Description/Impact: (Include impact on other departments, funds, revenues, or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
1	Non-personnel: Fund \$300,000 of Smale Riverfront Parks Non-personnel costs from Fund 329	This option funds \$300,000 of the existing Non-personnel costs related to Smale Riverfront Park out of Fund 329. The items are horticultural supplies and security guard services.	272PG: 050x202x8000x7373 - \$200,000 272PG: 050x202x8000x7286 - \$100,000	300,000		
2	Personnel: Fund an additional \$200,000 of Salary Reimbursements from Fund 318	This option funds an additional \$200,000 of Salary Reimbursements from Fund 318 and increases the General Fund 050 reimbursements by \$200,000	272PG: 050x202x2000x7197 & 7548	200,000		
3	Non-personnel: Fund \$150,000 of Waterfront Parks Non-personnel costs from Fund 318	This option funds \$150,000 of the existing Non-personnel costs related to Waterfront Parks out of Fund 318.	272PG: 050x202x2000x7241 & 7246	150,000		
4	Personnel: Fund an additional \$200,000 of Salary Reimbursements from Fund 330	This option funds an additional \$200,000 of Salary Reimbursements from Fund 330 and increases the General Fund 050 reimbursements by \$200,000	272PG: 050x202x0000x7197 & 7548	200,000		
5	Personnel: Fund an additional \$145,386 of Salary Reimbursements from the Park Board's Private Endowment Funds.	This option funds an additional \$145,386 of Salary Reimbursements from the Park Board's Private Endowment funds.	272PG: 050x202x0000x7197 & 7548	145,386		
Total				995,386	0.00	

10.0% or 3.0% Reduction Target:
Variance:

995,386
0

FY 2018 General Fund 10.0% or 3.0% Budget Reduction Proposal

Department Name: Buildings & Inspections

Reduction Priority	Title	Reduction Description/Impact: (Include Impact on other departments, funds, revenues, or legal issues)	Chart of Account ##PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
1	Personnel: TO Clean up	Savings achieved without exceptions mainly do to the clean up of TO	508PG: 050X211X1000X7111	90,196.00	1.00	00013115
2	Personnel: TO Clean up	Savings achieved without exceptions mainly do to the clean up of TO	508PG: 050X211X1000X7111	9,659.00	1.00	00556002
3	Non-Personnel: Reduce contractual services - Landlord Training Program - 1 year	Reducing the funding in this program by 50% will hinder the sustainability of the program. The funding was to enable staff to take full ownership and expand the scope of training for greater improving in rental property operations and prosperity.	522PG: 050X212X1000X7219	26,000.00		
4	Non-Personnel: Reduce contractual services - Relocation Program - 1 year	This 100% reduction eliminates the program for a full year. The intent of this program was to assist the most vulnerable low income segment of citizenry in an emergency. This program was to assist with securing safe housing, transportation, counseling, etc. after suffering emergency vacancy from an unsafe building. There is no other program of it's kind to lend aid where the Red Cross does not cover the costs of non-natural disasters and damage.	522PG: 050X212X1000X7289	75,000.00		
5	Personnel - 1 FTE Zoning Compliance Inspector unfilled/vacant for 12 months	This reduction/delay in hiring would further delay the implementation of follow up for businesses that were granted a zoning variance. Unchecked land use compliance leads to noise, pollution, parking problems, and incompatible land use that harms neighborhood safety and quality of life.	522PG: 050X212X1000X7100 and 7500	78,592.00	1.00	
6	Personnel - 6 FTE RRI Inspectors unfilled/vacant for 9 months.	This reduction/delay in hiring would further delay the implementation of the Residential Rental Inspection program. Citizens in rental property will continue to face unhealthy and unsafe housing conditions that could lead to injury and other potential housing hazards.	522PG: 050X212X1000X7100 and 7500	353,684.00	6.00	
7	Personnel - 1 FTE Asst. Plumbing Supervisor - keep vacant for 6 months	B&I anticipates a retirement in late FY17. . This is a CODE position that performs the majority of the plumbing plan examination tasks and supervises a staff of 6. In preparation for this retirement we have already started working on a transition plan, moving the plan exam functions to the Inspector 2 level, but if the position is to be held open, the supervisory duties will have to temporarily move up the supervisor of inspections. Any long term cut in this program is a serious disservice to our customers and the plumbing program. At the request of industry, B&I added staff in 2016 budget cycle to address inspections scheduling delays. This program budget for FY16 is \$495k which includes the new staff. Their revenue at the close of CY16 was \$500K.	511PG: 050X211X4000X7100 and 7500	55,153.00	1.00	00284002
8	Non-Personnel: Reduce contractual services - SEED Program - 1 year	Reducing the funding in this program by 60% will have a broad negative impact across neighborhoods. The funding was to stimulate and leverage neighborhood investment on a blighted block to transform and create a ripple effect of revitalizing the block by utilizing legal remedies.	522PG: 050X212X1000X7289	275,000.00		
9	Personnel -1 FTE Sr. Building Plan Examiner - keep vacant for 12 months	B&I anticipates a retirement in late FY17 however currently not confirmed. Reducing the programs staff by 14% will result in a 17% increase in plan review time. The personnel savings would have a negative impact on the productivity goals that were sold to the development community when B&I proposed and implemented fee increases. A loss of this position will cut the resources available to run our same day reviews and our scheduled review program that was just implemented in November 2016.	508PG: 050X211X3000X7100 and 7500	105,751.00	1.00	00047002
Total				1,088,225	11.00	
10.0% or 3.0% Reduction Target:				<u>1,088,225</u>		
Variance:				<u>0</u>		

FY 2018 General Fund 3.0% Budget Reduction Proposal	
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Department Name: Cincinnati Police Department

Reduction Priority	Title	Reduction Description/Impact: (Include impact on other departments, funds, revenues, or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
1	Delay Recruit Class	This reduction moves the scheduled August 2017 recruit class of 30 (15 COPS Funded/15 City Funded) to November 2017 for a savings of approximately \$100,000 per pay period (7 pay periods).	584PG: 050x222x333x7100 and 7500	(700,000)	0.00	N/A
2	Delay Recruit Class	This reduction moves the scheduled February 2018 recruit class of 30 to July 2018 for a savings of approximately \$200,000 per pay period (10 pay periods).	584PG: 050x222x333x7100 and 7500	(1,600,000)	0.00	N/A
3	Keep Overtime Static	Overtime Reduction (Base Under Target)	580PG: 050x222x1000x7121	(566,735)	0.00	N/A
			Total	(2,866,735)	0.00	

3.0% Reduction Target:	(4,581,227)
Variance:	(1,714,492)

FY 2018 General Fund 10.0% or 3.0% Budget Reduction Proposal

Department Name: Department of Transportation & Engineering

Reduction Priority	Title	Reduction Description/Impact: (Include impact on other departments, funds, revenues, or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
1	FY 18 Base Budget Savings	The general fund base budget was under target by \$24,142. This amount is being to offset the FY2018 reductions.		24,142		
2	Deputy Director PVA	The Deputy Director position will be held vacant for FY2018. The base budget pva amount of \$107,646 is represented by this position. The additional savings from the vacant position will be applied towards the 2018 reductions.	538PG: 231X1000X7111, 7500	18,204	1.00	00535003
3	Savings from Supervising Accountant position	A new supervising accountant will be hired at a reduced salary than the former employee	538PG: 231X2000X7111, 7500	1,406	1.00	00254021
4	Administrative Specialist Reimbursements	This position will be reimbursed from capital projects at approximately 33%.	538PG: 231X1000X7111, 7500	30,000	1.00	00001138
5	Telephone Non-personnel reduction	The telephone line will be reduced by \$500.00	538PG: 231X1000X7212	500		
6	Travel Non-personnel reduction	The travel line will be reduced by \$100.00	538PG: 231X1000X7213	100		
7	Printing Non-personnel reduction	The printing line will be reduced by \$500.00	538PG: 231X1000X7232	500		
8	Photography Non-personnel reduction	The photography line will be reduced by \$200.00	539PG: 232X2000X7233	200		
9	Household Non-personnel reduction	The household line will be reduced by \$300.00	538PG: 231X1000X7251	300		
10	Temp personnel reduction	The temp personnel line will not be utilized in FY18	538PG: 231X1000X7297	20,000		
11	Supervising Management Analyst PVA	The Supervising Management Analyst position will be held vacant until 12/31/2017.	538PG: 231X3000X7111, 7500	60,600	1.00	00041034
12	Administrative Specialist PVA	The Administrative Specialist position will be held vacant until 11/30/2017. This position provides fleet maintenance and purchasing duties. These duties will need to be completed in the interim by the Senior Administrative Specialist in addition to normal work load.	538PG: 231X3000X7111, 7500	32,607	1.00	00001113
13	Gas and Street Lights	The energy line items savings will be realized by eliminating the gas street maintenance contract, eliminating the provision of any new non-assessed street lighting, and the temporary shut-down of less critical lighting circuits. This reduction will adversely effect public safety.	542PG: 239X1000X7241, 7243, 7244, 7245	173,598		
Total				362,157	5.00	

10.0% or 3.0% Reduction Target: 362,157
Variance: 0

FY 2018 General Fund 10.0% or 3.0% Budget Reduction Proposal						
Department Name:		Department of Public Services		Total General Fund (Fund 050)		19,409,699
Reduction Priority	Title	Reduction Description/Impact: (Include impact on other departments, funds, revenues, or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
1	Reduce One FTE Clerk Typist 2	This reduction would eliminate a vacant Clerk Typist 2 position in the Department of Public Services. This position is responsible for greeting visitors and answering phone calls at the West Fork location; general record keeping; typing memos and other correspondence and filing documents. This position was to be used in the assistance of gathering data for statistical analysis and reporting.	530PG: 253 x 2100 x 7111/7521	57,790	1.00	0052093
2	Reduce Director's Office computer peripherals funding	This reduction would hamper the ability for the Director's Office to maintain proper replacement cycles for computer hardware within the division.	527PG: 251x1000x7316	16,000	-	N/A
3	Reduce One FTE Accounting Tech 2	This reduction would eliminate a vacant Accounting Technician 2 position in the Department of Public Services. This position is responsible for the preparation and maintenance of financial monitoring worksheets; preparation and entry of vouchers and Inter-Departmental Bills (ID Bills); and providing overall support to the Accounting section. In addition, this position is integral for the proper separation of duties for the Accounts Receivable function and gathering data for statistical analysis and reporting.	527PG: 251x2000x7111/7521	61,545	1.00	00105036
4	Reduce contractual services	This reduction would eliminate the funding utilized to clean the NOD facility in Millvale.	530PG: 253x2100x7271	29,681	-	N/A
5	Reduce Overtime hours Winter Operations	This reduction would reduce the overtime hours allocated to provide assistance with Winter Operations. This will result in longer delays between when the streets can be treated during a winter event.	373PG: 252x2000x7121	57,327	-	N/A
6	Reduce contractual services	This reduction would reduce funding provided to assist in maintaining Fountain Square.	532PG: 255x7000x7279	64,455	-	N/A
7	Reduce contractual services	This reduction would reduce contractual services with various vendors and other city agencies that provide assistance with Winter Operations. This will result in longer delays between when the streets can be treated during a winter event.	373PG: 252 x 2000 x 7289	40,530	-	N/A
8	Reduce the Graffiti Program	This would reduce the General Fund portion of the Graffiti Program. The Department of Public Services would shift the Graffiti Program from the General Fund (Fund 050) to the Street Construction, Maintenance and Repair Fund (Fund 301). There would need to be an exception added to provide the same dollar amount of funding to Fund 301 in order to maintain the program.	531PG: 253x4300x 7111/7121/7131/7161/7182/7192 /7253/7254/7289 /7335/7336/7338/7359/7362/7364/7369 /7521/7561/7532/7536/7537	131,055	1.00	00708016
9	Reduce / Shift 1 FTE and Non-personnel expenses	This would reduce the General Fund portion of the Customer Service Call Center of Neighborhood Operation Division. The Department of Public Services would shift the Customer Service Call Center from the General Fund (Fund 050) to the Street Construction, Maintenance and Repair Fund (Fund 301). There would need to be an exception added to provide the same dollar amount of funding to Fund 301 in order to maintain the program.	526PG: 253x6000 7111/7121/7131/7141/7161/7182/7192 7213/7232/7253/7289/7311/7418/7452 /7521/7561/7532/7536/7537/7548	120,550	1.00	00799009
10	Reduce Masonry and Roadway Materials	This reduction will eliminate all funding in the General Fund for Traffic and Road Operations related to masonry and roadway materials. This will result in fewer potholes and other concrete projects and repairs being completed.	528PG: 252x5000x7333 252x6000x7333	96,320	-	N/A
11	Reduce contractual services	This reduction would reduce funding used to finance the Centennial Operations fund (Fund 340). This would result in reduced contractual services with various vendors and contractors. This will result in a 40% reduction in the funding to clean the Centennial II building. This reduction will also eliminate the funding currently utilized to pay management fees and to have an In-house Management Specialist. This will result in a change in how the city monitors and maintains the building.	532PG: 255x2000x7411	324,214	-	N/A

FY 2018 General Fund 10.0% or 3.0% Budget Reduction Proposal						
Department Name:		Department of Public Services	Total General Fund (Fund 050)	19,409,699		
Reduction Priority	Title	Reduction Description/Impact: (include impact on other departments, funds, revenues, or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
12	Reduction of the Yard Waste Program	This reduction would eliminate the Yard Waste Collection program, including all Municipal Workers in the program. The reduction will result in anticipated increases in the solid waste disposal.	530PG: 253x2400x7111/7121/7141/7199/7254/7276/7289/7338/7364/7521/7561/7532/7536/7537	603,690	18.00	Various
13	Reduce disposal funding	This reduction would reduce the funding needed to dispose of tires collected.	530PG: 253x2200x7276	11,270	-	N/A
14	Reduce contractual services	This reduction would reduce the funding used to pay contract vendors to assist in the Private Lot Abatement Program (PLAP).	531PG: 253x4600x7289	201,543	-	N/A
15	Reduce contractual services	This reduction would reduce contractual services with Keep Cincinnati Beautiful (KCB). It would reduce funding for KCB core services.	526PG: 253x1200x7289	125,000	-	N/A
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Total				1,940,970	22.00	
10.0% or 3.0% Reduction Target:				1,940,970		
Variance:						

FY 2018 General Fund 10.0% Budget Reduction Proposal

Department Name: Health Department

Reduction Priority	Title	Reduction Description/Impact: (Include impact on other departments, funds, revenues, or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
1	Error in Budget Targets	Error in salary in dental assistant position, 251-001.	533PG	68,977	0.00	251-001
2	Error in Budget Targets	Error in salary for position, 052-012. \$27,898 in salary & \$7,764 in fringes	411PG	35,661	0.00	052-012
3	Reduce 1 Health Program Manager	This position is in the Children with Medical Handicaps program. Position eliminated 07/01/17.	535PG	132,240	1.00	242-004
4	Reduce 1 Public Health Nurse 3	This position is in the Children with Medical Handicaps program. Position eliminated 07/01/17.	535PG	105,724	1.00	278-001
5	Reduce 1 Public Health Nurse 2	This position is in the Children with Medical Handicaps program. Position eliminated 07/01/17.	535PG	96,293	1.00	277-040
6	Reduce 1 Public Health Nurse 2	This position is in the Children with Medical Handicaps program. Position eliminated 07/01/17.	535PG	85,923	1.00	277-041
7	Reduce 1 Public Health Nurse 2	This position is in the Community Nursing program. Position eliminated 07/01/17.	535PG	95,940	1.00	277-058
8	Reduce 1 Public Health Nurse 2	This position is in the Community Nursing program. Position eliminated 07/01/17.	535PG	95,790	1.00	277-059
9	Non personnel Spending for Community Nursing	Total non personnel spending in the Community Nursing program's 2018 general fund budget. (see schedule attached)	535PG	73,000	0.00	
10	Reduce 1 Nurse Supervisor	This position is in the Community Nursing program. Position eliminated 07/01/17.	535PG	127,671	1.00	095-015
11	Reduce 1 Public Health Nurse 3	This position is in the Community Nursing program. Position eliminated 07/01/17.	535PG	97,813	1.00	278-008
12	Reduce one Admin Tech	This position is in the Community Nursing program. Position eliminated 07/01/17.	535PG	77,724	1.00	008-171
13	Reduce one Clerk Typist 2	This position is in the Community Nursing program. Position eliminated 07/01/17.	535PG	67,654	1.00	082-090
14	Reduce 1 Public Health Nurse 3	Closure of Braxton Cann health center. Position eliminated 07/01/17.	533PG	98,401	1.00	278-007
15	Reduce 1 Health Counselor	Closure of Braxton Cann health center. Position eliminated 07/01/17.	533PG	92,736	1.00	088-011
16	Reduce 1 Call center Rep	Closure of Braxton Can health center. Position Eliminated 10/01/17.	533PG	52,622	1.00	756-108
17	Reduce 1 Health Center Coordinator	Closure of Braxton Can health center. Position Eliminated 07/01/17.	533PG	78,258	1.00	206-007
18	Reduce 1 Medical Assistant	Closure of Braxton Can health center. Position Eliminated 07/01/17.	533PG	65,416	1.00	266-039
19	Reduce 1 Physician	Closure of Braxton Can health center. Position Eliminated 10/01/17.	533PG	130,695	1.00	249-001
20	Reduce 1 Pharmacy tech	Closure of Braxton Can health center. Position Eliminated 10/01/17.	533PG	44,135	1.00	295-007
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Total				1,722,673	17.00	

10.0% Reduction Target: 1,742,058
Variance: 19,385

FY 2018 General Fund 10.0% or 3.0% Budget Reduction Proposal

Department Name: FIRE

Reduction Priority	Title	Reduction Description/Impact: (Include Impact on other departments, funds, revenues, or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
1	SAFER Grant proceeds- SALARY	This reduction allows the City to be reimbursed 100% salary for 40 recruit class members. The funding will continue in 2019, providing an additional amount of funding for 40 members. The new members are being used to offset anticipated retirements.	307 PG: 050x271x5000x7197	2,919,000	40.00	numerous
2	SAFER Grant proceeds-BENEFITS	This reduction allows the City to be reimbursed 100% benefits for 40 recruit class members. The funding will continue in 2019, providing an additional amount of funding for 40 members. The new members are being used to offset anticipated retirements.	307 PG: 050x271x5000x7548	1,400,000	40.00	numerous
3	McKesson/PST emergency billing expense	The revenues generated by the EMS operations is deposited and credited directly to General Fund. We propose the expense to pay for the EMS billing services follows and matches the credit and should also be expensed out of the General Fund versus the Fire Department's budget.	307 PG: 050x271x5000x7299	670,000	0.00	n/a
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Total				4,989,000	80.00	

10.0% or 3.0% Reduction Target: 3,322,500
Variance: (1,666,500)

FY 2018 General Fund 10.0% or 3.0% Budget Reduction Proposal

Department Name: Economic Inclusion

Reduction Priority	Title	Reduction Description/Impact: (Include impact on other departments, funds, revenues, or legal issues)	Chart of Account ###PG: Agency X Org X Obj (list all)	FY 2018 Reduction Amount		
				Total Budget	FTE	Position Number
1	Personnel: Underfill Senior Administrative Specialist Position with Step 3 Administrative Specialist	The underfill of this position would have no negative impact on the department in FY18. Projected salary savings: \$1,085.47/PP. Projected fringes savings: \$475.33/PP.	546PG: 050x281x0000x7100 and 7500	40,581	0.00	
2	Non-Personnel: Office Supplies	This reduction would have minimal impact on the department.	545PG: 050x281x4000x7311	614	0.00	
3	Non-Personnel: Reduce Travel Expense Non-Local	This reduction would prevent personnel from attending outside training events by our software providers or from attending other out-of-town training opportunities. We can address the outside training by our software providers by bringing them on-site for staff training at a lower cost.	545PG: 050x281x4000x7214	5,000	0.00	
4	Non-Personnel: Subscriptions and Memberships	This reduction would limit those subscriptions and memberships utilized to enhance outreach efforts.	545PG: 050x281x4000x7452	1,000	0.00	
5	Non-Personnel: Reduce Printing and Other Reproduction	This reduction would limit the outreach and marketing materials DEI could print for promoting the certification programs to small, minority, and women business enterprises.	545PG: 050x281x4000x7232	2,000	0.00	
6	Non-Personnel: Software	This reduction would delay DEI's acquisition of additional Adobe Pro software licenses that are utilized by staff to make redactions to records released in response to public records requests.	545PG: 050x281x4000x7367	1,200	0.00	
7	Non-Personnel: Training	This reduction would limit the job training opportunities for staff members.	546PG: 050x281x0000x7215	3,500	0.00	
8	Non-Personnel: Training	This reduction would limit the job training opportunities for staff members.	545PG: 050x281x4000x7215	500	0.00	
9	Non-Personnel: Expert Services - NOC	This reduction would eliminate contracting for Inclusion program consulting and would significantly reduce the scope of our current sustainability education and training for small, minority and women business enterprises.	546PG: 050x281x0000x7289	35,000	0.00	
10	Personnel: PVA Underfilled Senior Administrative Specialist Position for 13 weeks.	This PVA for the first 6 months would cause substantial delay to a promotional opportunity for current staff member who is at the stop step of her current Administrative Technician position and who has successfully passed the test for Administrative Specialist. Without this promotional opportunity, the department is at risk of losing an important staff member who is integrally involved in a number of key departmental operations.	546PG: 050x281x0000x7100 and 7500	40,358	0.50	
Total				129,753	0.50	

10.0% or 3.0% Reduction Target: 129,753
Variance: {0}